

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0457-2018-0001**

Schedule Status                      **Approved**

  

Agency or Establishment        **National Security Agency/Central Security Service**

Record Group / Scheduling Group **Records of the National Security Agency/Central Security Service**

Records Schedule applies to      **Agency-wide**

Schedule Subject                    **Collaboration/Social Media Records**

Internal agency concurrences will be provided      **No**

**Background Information**

Social media refers to the various activities integrating web technology, social interaction, and user-generated content. Social media includes blogs, wikis, social networks, photo libraries, virtual worlds, location-based services, video-sharing, and other collaborative sites and services. NSA/CSS provides social media services internally to the NSA/CSS workforce and as a service provider to Intelligence Community (IC) users. Additionally, NSA/CSS uses publicly accessible social media services to interact with the public.

This records schedule comprises routine social media records related to public affairs, program management, and administrative activities which are used to foster and facilitate collaboration efforts with internal partners to accomplish agency mission. This schedule applies to collaboration and social media applications which do not produce finished intelligence; if any application is used as a reporting mechanism for finished intelligence, then the appropriate record category is to be applied to that application.

This schedule covers social media services provided internal to the NSA/CSS workforce only. Records related to social media and collaboration for NSA/CSS hosted-services for the larger intelligence community are not included in this schedule.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

**GAO Approval**



## Outline of Records Schedule Items for DAA-0457-2018-0001

Sequence Number	
1	<b>NSA/CSS Internal Collaboration/Social Media Content</b>
1.1	<b>NSA/CSS Administrative-Related Collaboration and Social Media Content</b> Disposition Authority Number: DAA-0457-2018-0001-0001
1.2	<b>NSA/CSS Program-Related Collaboration and Social Media Content</b> Disposition Authority Number: DAA-0457-2018-0001-0002
1.3	<b>External Agency Social Media Content</b> Disposition Authority Number: DAA-0457-2018-0001-0003

Records Schedule Items

Sequence Number	
1	<p><b>NSA/CSS Internal Collaboration/Social Media Content</b>                      Routine internal collaboration and social media records related to administrative activities and program management. This category includes tools and applications hosted on NSA/CSS servers which are managed solely by Agency personnel/ organizations and includes content intended for use by Agency personnel, only. These records are administrative in nature and disseminate information on day-to-day activities, logistics, and/or are used to maintain and define process standards for the Agency. Content can be distributed using various social media tools used at NSA/CSS. NOTE: Social media applications within NSA/CSS are not records-management systems. Official versions of NSA/CSS records are maintained in official systems of records, managed outside these social media tools and collaborative networks. These records are covered by other disposition schedules, including the GRS and NSA/CSS approved agency schedules.</p>
1.1	<p><b>NSA/CSS Administrative-Related Collaboration and Social Media Content</b>                      Disposition Authority Number      <b>DAA-0457-2018-0001-0001</b></p> <p>Includes records related to subjects of administrative, non-mission nature, such as human resources, education and training, and general Agency reference. Includes reference copies of administrative material, as well as user-created content on forums, discussion boards, and other collaboration platforms.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff after last update.</b></p> <p>Retention Period                         <b>Destroy 3 year(s) after last update.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
1.2	<p><b>NSA/CSS Program-Related Collaboration and Social Media Content</b></p>

Disposition Authority Number DAA-0457-2018-0001-0002

This social media content pertains to subjects of a mission-related and programmatic nature of the Agency including SIGINT, Information Assurance, Cybersecurity and Research, Development, Testing, and Engineering functions. Includes reference copies of program-related material, as well as user-created content on forums, discussion boards, and other collaboration platforms.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

**Disposition Instruction**

Cutoff Instruction Cutoff after last update.

Retention Period Destroy no later than 5 year(s) after last update

**Additional Information**

GAO Approval Not Required

**External Agency Social Media Content**

Disposition Authority Number DAA-0457-2018-0001-0003

NSA/CSS has created accounts on several commercial social networking sites on public and private servers, and uses social media applications in order to provide information and enhance communication with the public. The social media content on these sites is used for public relations and general agency information broadcasts, such as sending out alerts about NSA-Representative speaking engagements, posting links to news related to NSA/CSS, the Department of Defense, and the Office of the Director of National Intelligence located on official government websites. Currently, this includes organizations that support the SIGINT and Information Assurance mission of NSA, such as the Public Affairs Office, Human Resources, and the National Cryptologic Museum. Agency content is created, saved, and then posted to sites maintained by each of those organizations, External Social Media Platforms include, but are not limited to the following: public social media sites such as Twitter and Facebook. Records include social media profile information, the logs/registers developed and maintained by each organization with a social media profile, as well as the posted content itself. NOTE: NSA/CSS does not control these platforms, and the official version of any

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record posted on these platforms or sites is managed within NSA/CSS controlled records management systems.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

**Disposition Instruction**

Cutoff Instruction Cut off after last update

Retention Period Destroy 3 year(s) after last update

**Additional Information**

GAO Approval Not Required

### Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
10/06/2017	Certify	NSA One	NSA User	NSAs- NSA
07/03/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
07/26/2019	Submit For Certification	NSA One	NSA User	NSAs- NSA
07/26/2019	Certify	NSA One	NSA User	NSAs- NSA
12/03/2019	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
12/09/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/09/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/11/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Redactions have been made to this report pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3605 (Previously 50 U.S.C. 402, noting National Security Agency Act of 1959) , which protects from disclosure “information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees.” You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>